

## A&E Project Initiation Checklist

Project Title:

Date Requested:

Items 1 thru 4 are required for all projects, whether to appoint a design professional or to simply request delegated authority. Items 5 thru 7 are to be provided on a project-by-project basis as applicable. Attach all required items to this completed checklist and forward to State A&E.

1. Copy of the authorization for this project: (attached)
  - ☐ Legislative (bill) \_\_\_\_\_
  - ☐ Board of Regents
  - ☐ CHE
  - ☐ President
  - ☐ Governor's approval (if required)
  - ☐ Other \_\_\_\_\_
2. Type of Project:
  - ☐ Repair/Maintenance
  - ☐ Construction (includes new & remodel)
  - ☐ Short description of work.
3. Cost
  - ☐ Estimated project budget \_\_\_\_\_
  - ☐ Funding Source \_\_\_\_\_  
(accounting entity and appropriation number required – does not apply if project is delegated, or funds are at A&E)
4. Delegated Authority:
  - ☐ Yes-Delegated authority is requested for this project.
  - ☐ No-Delegated authority is Not requested for this project.
5. Professional Design Services:
  - ☐ Short Selection-Request attached.
  - ☐ Yes-Professional design services required-please advertise in quarterly RFP.
  - ☐ No- Do Not advertise for Design services.
6. If advertisement/selection of design professional is requested in Item 5 above, attach Preliminary Project Program.
  - ☐ Preliminary Project Program attached.
  - ☐ Not required.
7. Administrative Appropriation:
  - ☐ Request attached.
  - ☐ Not needed.

\_\_\_\_\_  
Approved:  
(Agency Authority)

\_\_\_\_\_  
Date